

How to Train Food Safety

September 2016



Course Content



- Training for School Nutrition Professionals
- USDA Regulations
- Food Safety Plan
- Training Techniques
- Review of Basic food Safety Principles
(Train the Trainer)

Training for School Nutrition Professionals



No time for training!

ADE Trainings

ADE offers a variety of training formats to meet the needs of all school nutrition professionals.

- Regional (in-person)
- Professional Development
- Online Trainings
- Staying on Track Webinars



ADE Training Website



Arizona
Department of Education

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Training and Professional Development

TRAINING for SCHOOL NUTRITION PROFESSIONALS

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Welcome! [Click here](#) to download a copy of the SY 2016-2017 Training Brochure.

REGIONAL TRAININGS

JUNE – JULY
Director's Track:
Learning the NSLP

AUG. – SEPT.
How to Train
Food Safety to
your Staff

OCT. – JAN.
Drop-in Workshop:
Preparing for
Verification

FEB. – MAY
Professional
Development
Sessions

Director's Track:
Updates for the
School Year

Working with your
Food Safety Plan

Student Eligibility:
ABCs

Drop-in Workshop:
Submitting for
Verification

[Click here to view
all NSLP trainings](#)

STAYING ON TRACK WEBINAR SERIES

New webinar series!

Each webinar will review the activities that should be happening each month and provide directors and program staff time to ask program related questions to help stay on track with program requirements.

August 2, 2016 (1:00 to 2:00 PM): Welcome Back! Staying on Track Webinar

ADE ONLINE TRAINING LIBRARY

No registration required. [Click here](#) to download a complete list of online trainings.

COURSE TITLE	ONLINE COURSE DESCRIPTION	PROFESSIONAL STANDARDS LEARNING OBJECTIVE
How to Plan a Lunch Menu	This online training will review how to plan a weekly menu that meets the lunch meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge.	2 Hours 1.100
How to Plan a Breakfast Menu	This online training will review how to plan a weekly menu that meets the breakfast meal pattern requirements. Attendees will watch the example menu planner building a week's menu day by day, ensuring all components and vegetable subgroups have been planned. Attendees will be asked questions throughout the training to test their knowledge.	1.5 Hours 1.100

Professional Standards



Professional Standards for school nutrition professionals is a key provision of the Healthy, Hunger-Free Kids Act of 2010 (HHFKA). The Professional Standards for State and Local School Nutrition Programs Personnel rule, published March 2, 2015, requires a minimum amount of annual training hours for all school nutrition program directors, managers, and staff. Required training topic areas will vary according to position and job requirements. There are also minimum hiring standards for school nutrition program directors.

All The Information You Need



You are here: [Home](#) / National School Lunch & School Breakfast Program

National School Lunch & School Breakfast Program



Mission:

To safeguard the health and well-being of the nation's children by establishing good eating habits and providing adequate food for the children.



Table 1: Summary of Required Minimum Training for School Nutrition Employees

The first year
(July 1, 2015-
June 30, 2016)
training requirements
are lower:

Director – 8 hours;

Manager – 6 hours;

All staff – 4 hours.

Job Category	Annual Requirements*
Directors	12 hours
Managers	10 hours
Staff	6 hours
Part-Time Staff (working less than 20 hours per week)	4 hours
Mid-year hires in all categories (January 1, or later)	One-half of training requirement for each job category



Learning Objectives



Operations – 2000	<p>Food Production (2100)</p> <p>Serving Food (2200)</p> <p>Cashier and Point of Service (2300)</p> <p>Purchasing/Procurement (2400)</p> <p>Receiving and Storage (2500)</p> <p>Food Safety and Hazard Analysis and Critical Control Point (HACCP) (2600)</p>
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SCHOOL YEAR:

FULL-TIME STAFF TRAINING TRACKER FORM

6 Annual Required Training Hours

USDA PROFESSIONAL STANDARDS SCHOOL NUTRITION PROGRAM FULL-TIME STAFF TRAINING STANDARDS

All School Nutrition Full-Time Staff are subject to the new training requirements below. School Nutrition Full-Time Staff are the individuals that work more than 20 hours per week and are involved in the operation of the food service for a participating school but does not have managerial responsibilities, such as planning and supervision.

Complete this form annually and attach all supporting training documentation (i.e. titles, topics, dates, and hours, etc.) to document training compliance with the USDA Professional Standards Final Rule, effective July 1, 2015.

EMPLOYEE INFORMATION

Name/Title:

Hire Date:

Site:

Supervisor Name/Title:

IDENTIFY POSITION DUTIES IN APPLICABLE AREAS BELOW:

1000-NUTRITION	2000-OPERATIONS	3000-ADMINISTRATION	4000-COMMUNICATIONS/MARKETING
<input type="checkbox"/> Menu Planning	<input type="checkbox"/> Food Production	<input type="checkbox"/> Meal Benefits	<input type="checkbox"/> Communications and Marketing
<input type="checkbox"/> Nutrition Education	<input type="checkbox"/> Serving Food	<input type="checkbox"/> Program Management	
<input type="checkbox"/> General Nutrition	<input type="checkbox"/> Cashier/Point of Service	<input type="checkbox"/> Financial Management	
	<input type="checkbox"/> Purchasing/Procurement	<input type="checkbox"/> Human Resources/Staff Training	
	<input type="checkbox"/> Receiving/Storage	<input type="checkbox"/> Facilities/Equipment Planning	
	<input type="checkbox"/> Food Safety/HACCP		

EMPLOYEE TRAINING PLAN

TRAINING HOURS	TRAINING TITLE/HOURS	TRAINING DATE	TRAINING CODE	TRAINING AGENDA ATTACHED
1				<input type="checkbox"/>
2				<input type="checkbox"/>
3				<input type="checkbox"/>
4				<input type="checkbox"/>
5				<input type="checkbox"/>
6				<input type="checkbox"/>

(Optional) Additional Training Opportunities and Evaluation:

USDA Regulation



Ensure the delivery of safe foods to children in school meal programs by controlling hazards that may occur or be introduced into foods anywhere along the flow of food from receiving to service – USDA Guidance

Food Safety Requirements



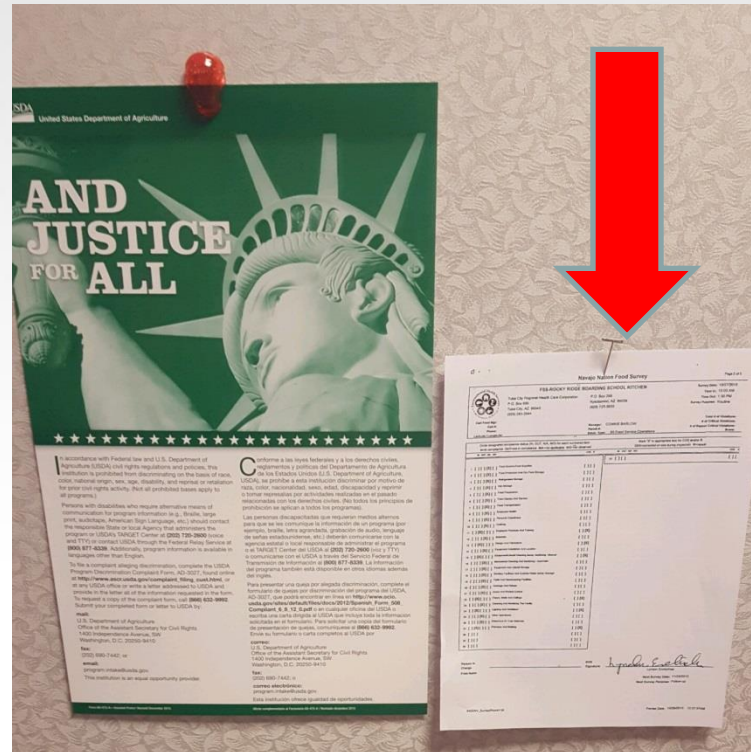
1. Two annual food safety inspections
2. Post most recent inspection
3. Report number of inspections
4. Develop and implement food safety plan based on HACCP principles.

Be sure to review/update as needed at least annually.

Food Safety Inspections

Request two inspections annually.

Post most recent inspection report in a publically visible location



Report Number of Inspections



Zip:	85210 - 1096
4. General Information	
Program Beginning Date:	August 12, 2015
Program Ending Date:	May 26, 2016
Weekly Days of Operation:	<input type="checkbox"/> Sun <input checked="" type="checkbox"/> Mon <input checked="" type="checkbox"/> Tues
Classification of Site:	Regular School
Site Administration:	Site is a Legal Entity of the Spo
Type of Food Service:	Satellite Kitchen
Name of Caterer:	
Grades Served at Site:	<input type="checkbox"/> UG <input type="checkbox"/> HSt <input type="checkbox"/> PK <input type="checkbox"/> 5 <input checked="" type="checkbox"/> 1 <input checked="" type="checkbox"/> 2 <input checked="" type="checkbox"/> 3 <input checked="" type="checkbox"/> 4
How many Food Safety Inspections were conducted at this site during the previous program year?	More than 2
5. Site-Level Supporting Data for Site Eligibility	
Free Lunches Served During 2013 - 2014	35424 *
Reduced-Price Lunches Served During 2013 - 2014	7957 *

Food Safety Plan



Food Safety Plan

Based On Process Approach to Hazard Analysis Critical Control
Point (HACCP)
Process 1, 2, and 3 Menu Items

for

Sponsor Name:

School/Facility:

Prototype for Arizona Schools



Instructions for use: The template was developed for schools to meet USDA requirements for participation in the National School Lunch and School Breakfast Program. It must be

Food Safety Plan Development



1. Develop description of site/equipment inventory
2. Categorize menu items as process 1,2,3
3. Identify critical control points, control measures and critical limits for items in each process
4. Adapt existing/develop SOPs for operation
5. Specify corrective action procedures
6. Specify record keeping procedures and monitoring documentation
7. Employee training program and documentation
8. Review and Revise plan

Site Specific

Plan must be available at each serving site and include:

Description

Type of Operation

Equipment

Programs Offered

Staffing

SOP's



Site Specific



Food Safety Plan

This food safety plan is based on **USDA Guidance for School Food Authorities: Developing a School Food Safety Program Based on the Process Approach to HACCP Principles** (June 2005).

Description of this School Facility

1. Name of School Sponsor:
2. Name of Serving Site:
3. Name of Person in Charge at this site: Title:
4. Type of Site:
 - ☐ Production Kitchen
 - ☐ Satellite with no on-site food preparation - food delivered to site is ready-to-serve and any leftovers are discarded.
 - ☐ Satellite with very limited food preparation - Describe:
 - ☐ Satellite with extensive meal preparation and assembly of menu items - Describe:
5. Number of daily meals served/Location of meal service:
 - Breakfast: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations:
 - After-school Care Snacks: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ Other list locations:
 - Lunch: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations:
 - Supper: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ School bus ☐ Other list locations:
 - Federal Special Milk Program: Where it is served? (Check all that apply) ☐ Lunchroom ☐ Classroom ☐ Hallway ☐ Other list locations:
6. Other food sales Check all that apply: ☐ A la Carte sales ☐ In-House Catering for events
☐ Outside Catering for take-home sales and/or events open to public
specify
7. Number of food service employees/volunteers working at this site:
 - Full time employee's Part-time employees
 - Adult volunteers Student workers

Food Safety Plan Elements



Menu Items Categorized on Chart

- Composite list
- Designate TCS food with “*”
- Include breakfast, lunch and a la Carte menu items

Specify control measures that apply to TCS foods in the category



Chart: Menu Items Categorized According to Process 1, 2 or 3



Note: This chart must be completed to list all menu and a la carte items to meet USDA requirements

Process 1 (No Cook)	Process 2 (Cook and Serve Same Day)	Process 3 (Complex Food Preparation)
Bread/Bakery Products	Canned/Fresh/Frozen Veg.	Pasta/rice
Milk/Dairy	Burger	Meat Sauce
Canned and Fresh Fruit	Chicken	
Fresh produce	Hot Ham	Turkey Gravy
	Pasta/rice	
	Meat Sauce	
	Turkey/Gravy	

Standard Operating Procedures



Standard Operating Procedures Index

Note: The prototype Standard Operating Procedures (SOPs) listed below were adapted for use in school agencies. Modifications should be made for each serving site based on school's procedures. The General/Specific to Process 1 SOPs apply to menu items categorized in Process 2 and Process 3, where applicable. The SOPs for menu items in the Process 2 category apply to menu items in the Process 3 category, where applicable. Check those that apply to the serving site.

Reference Number and Title	Page No
General/Specific to Process 1, 2, 3	
□ #1 – Hand-washing	Pages 14-15
□ #2 – Food Service Employee Health, Personal Cleanliness & Hygienic Practices	Pages 16-18
□ #3 – No Bare Hand Contact When Handling Ready-to-Eat Foods/Glove Use	Page 19
□ #4 – Non-Food Service Staff & Other Visitors in Food Service	Page 20
□ #5 – Using and Calibrating Food Thermometers	Pages 21-22
□ #6 – Facility and Equipment Maintenance	Page 23
□ #7 – Approved Food Source	Page 24
□ #8 – Handling a Food Recall	Page 25
□ #9 – Receiving Deliveries	Pages 26-27
□ #10 – Storing Food	Pages 28-29
□ #11 – Storing and Using Chemicals	Page 30
□ #12 – Washing & Handling Fresh Fruits and Vegetables	Page 31
□ #13 – Thawing	Page 32
□ #14 – Controlling Time and Temperature During Preparation	Page 33
□ #15 – Preventing Cross-Contamination During Storage and Preparation	Page 34
□ #16 – Date Marking	Page 35
□ #17 – Holding Time/Temperature Control for Food Safety (TCS)	Pages 36-37
□ #18 – Transporting Food to Remote Sites (Satellite Kitchens)	Pages 38-39
□ #19 – Serving Food	Page 40
□ #20 – Preventing Cross-Contamination During Self Service	Page 41
□ #21 – Cleaning and Sanitizing Food Contact Surfaces	Pages 42-44
□ #22 – Wiping Cloths	Page 45
□ #23 – Allergens	Page 46
□ #24 – Cooling Time/Temperature Control for Safety Food (TCS)	Page 47
□ #25 – Reheating Fully Cooked, Commercial Processed, Time/Temperature Control Foods (TCS)	Page 48
□ #26 – Cooling Time/Temperature for Safety Food (TCS)	Pages 49-50
□ #27 – Reheating Time/Temperature Control for Safety Food (TCS)	Page 51
Leftovers/Items Prepared Prior Day	Page 51
□ #28 – Clean Up of Vomit/Fecal Accidents	Page 52
Specific to Other Programs	
# – After School Snack	Pages 53-54
# – Preparation of Foods with a Potential to Cause Allergic Reaction	Pages 55-56
# – Breakfast in the Classroom	Pages 57-58
# – Emergency Situations or Early School Closure	Page 59
# – Fresh Fruit and Vegetable Program	Page 60-61
# – Time as a Public Health Control	Page 62
# – Field Trips	Page 63

Remember to Check Off what Pertains to each Site

SOP Resources

Institute of Child Nutrition

<http://sop.nfsmi.org/>

Iowa State University

http://www.extension.iastate.edu/food_safety/SOP-restaurant#food



Monitoring Forms

<http://www.azed.gov/health-nutrition/nslp/operate-nlsp>



Temperature Log for Freezer//Refrigeration Unit

Month _____ 20____

Unit Number _____

Instructions: Complete this daily log each month of operation to document cold/frozen storage temperatures are monitored in accordance with Food Code.

Date	Time	Temp. in °F.	Initials of person recording temp.	Corrective action taken when internal temperature does not register. (33° F. to 41° F. for cooler, below 0° F. for freezer)
1				
2				
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14				

Why Continuing Training?

Not just because USDA requires it!



SCHOOL FOOD SAFETY NEWS

School Lunches Causing Illness

by Knight Magazine/The Washington Times
April 4, 2009

The beef and poultry served to 27 million school-age children in the United States every day could not be sold or given away unless the meat were clean and safe. Or could it? The U.S. Department of Agriculture, or USDA, which puts its red, white and blue stamp of approval on meat products as the seal of federal approval, is letting down its guard, according to a recent report by...

Nearly 20 percent of the food in 1997 and 1998 (the most recent data available) was affected by the cost of the program, reports the GAO. The GAO found that 506 of strawberries, 506 of protein patties, and...

School food bar blamed in E. coli outbreak

Posted: Saturday, November 11, 2000

By The Associated Press

WAUKESHA, Wis. — A child who was seriously ill but went to school anyway apparently contaminated self-service food bar, resulting in an E. coli outbreak that sickened more than 30 youngsters, officials said.

The student, ill with diarrhea, apparently contaminated food unknowingly three weeks ago at Bethesda Elementary School and was later determined to be infected with E. coli, said Donita Croft, an...

How Safe Are School Lunches?

By ABC NEWS
Nov. 7

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28
SHARES

No one ever confused school lunch with a gourmet meal. But you'd think parents could count on their children getting safe, nutritious food.

In Primetime producers went on surprise inspections of school kitchens, however, they found stomach-turning sights never get to see: dead rodents just being prepared, roaches crawling in sinks, dishwashers that don't clean, and temperatures where...



Food Safety News

Breaking news for everyone's consumption

Home Foodborne Illness Outbreaks Food Recalls Food Politics Events Subscribe About

Report Reveals Source of Foodborne Illness Outbreak at Iowa High School

BY NEWS DESK / NOVEMBER 6, 2015

A recent outbreak of foodborne illness following a catered staff luncheon at Roosevelt High School in Des Moines, IA, sickened at least 58 people and canceled classes for the rest of the day on Oct. 22. A subsequent investigation by state and county health officials, summarized in a report released Wednesday, Nov. 4, 2015, found that meat served at the luncheon was contaminated with *Clostridium perfringens*. The meat was reportedly purchased and brought in to be served to staff members at the school luncheon, although officials would not reveal the type of meat nor its source, quoting state regulations.



Why do we hear more about foodborn illness outbreaks and food safety issues more today than in the past?

1. History of food safety
2. U.S. Legislation
3. Scientific and social aspects
4. Social media



Learning

Learning is simple!

It is the process of moving information from out there to in here.



WRONG!!!

Learning is a tricky thing.



Motivate Employees to Learn



- Need to realize the benefit of training
- Retain what is relevant to their job
- No such thing as Dumb question
- Don't embarrass –provide positive feedback
- Create a work environment that encourages correct behaviors

Look here, stupid this is what you better
do or else!



Here, let me show you how to do that.



Food employees are an oral culture



- Normal for them to interrupt and have multiple conversations at once
- Tell stories to aid in understanding
- Focus on big picture, not the details
- Encourage networking/ sharing
- Allow for two-way communication
- Communicate by setting example
- Use familiar words

Safe food handling procedures are learned behaviors



We must teach safe food handling procedures and in many situations, modify incorrect behavior. The diverse mix of cultures, levels of literacy and turnover make this a challenge.

People Learn in Different Ways



- Listen/Oral learners
- See/Visual learners
- Touch/Hands on learners

The Stove Can Burn You!



- Listeners believed their mothers and never touched the stove
- Visual learners watched a sibling touch the stove and realized it is not a good idea
- Hands on touched the stove – only once!

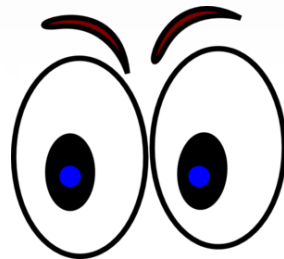
Oral Learners



- Learn by listening
- Tell stories that allow staff to “feel” the impact of behavior
- Need to feel comfortable with the individual they are learning from

Visual Learners

- Learn by reading or seeing pictures
- Draw pictures to help explain new concepts
- Like illustrations and manuals



Hands on Learners

- Learn by touching and doing
- Physical activity is involved in learning
- Take things apart and put them back together



Blended Learning is Best



- People remember 10% what they hear
- People remember 30% what they see
- People remember 65 % what they hear and see
- People remember 80% what they do

Training Assessment



- What are your training goals?
- Who is being trained?
- How much time do you have to train?
- What are your resources?

Aim for the Ah Ha Moment



Training Techniques



Training Methods



- Classroom
- One on One
- Games
- Story Telling
- Role Play
- Hands On
- Computer Based
- E-Learning
- Quizzes
- Small Groups
- Mentoring
- Case Study

Training Hints



- Be Prepared
- Have Fun
- Use open ended questions – how and what
- Avoid: you must, you better, you need, you are wrong

Classroom



One on One



Games



Story Telling



Role Play



Hands On



On Line



TRAINING *for* SCHOOL NUTRITION PROFESSIONALS

regional trainings • professional development • webinars • online trainings



Small Groups



Case Study

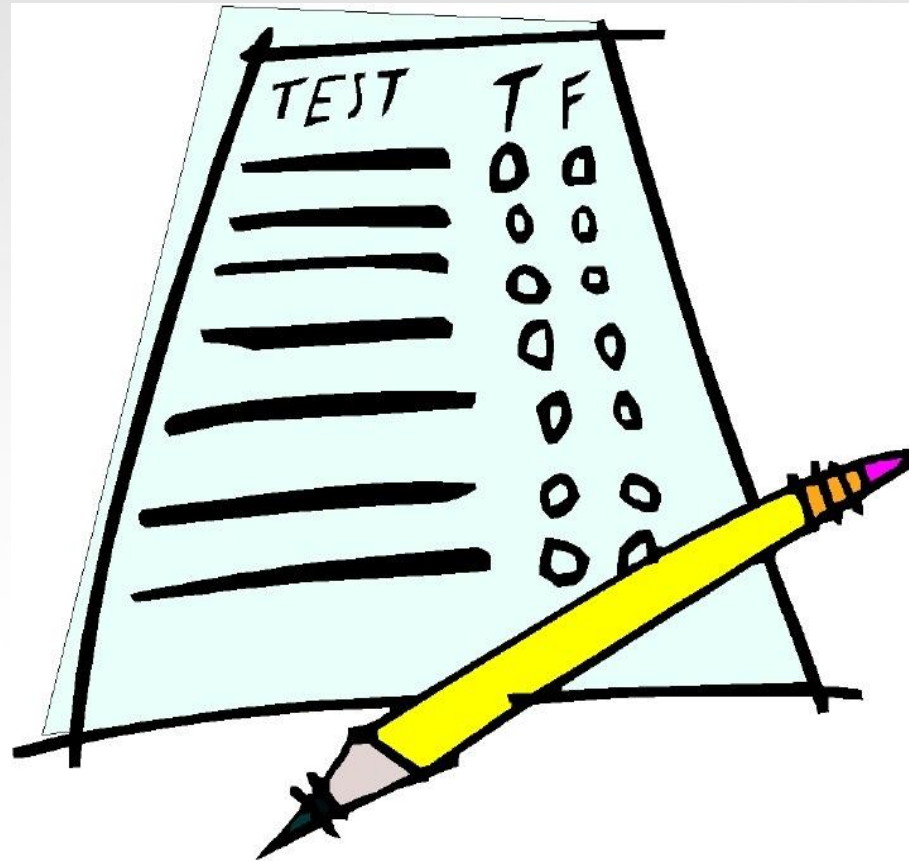




You work in the school cafeteria. You are normally very energetic, but you are feeling under the weather as you get lunch prepared for the day. You begin to rummage through the fridge searching for something to prepare, when “AAAHHH – CHOOO!” You manage to cover your nose with your hand to prevent sneezing on the food in the fridge. You spot some ground beef. You’re not sure when the manager took it out of the freezer – there’s no expiry date on it – maybe a couple of days ago? Hmmm . . . or was it at the end of last week? You examine it. Looks fine, smells OK. So you decide to use it. You take it out of the dripping plastic and use it to prepare lunch.

What are your food safety errors?	What should you have done instead?

Tests



Pop Quiz




- 1) **Hands should be washed with water and soap for at least:**
 - a. 5 seconds
 - b. 15 seconds
 - c. 20 seconds

- 2) **Food should not be left at room temperature for more than:**
 - a. 2 hours
 - b. 3 hours
 - c. 4 hours

- 3) **The temperature of your walk in cooler should be:**
 - a. 39 degrees F
 - b. 41 degrees F or higher
 - c. 41 degrees F or lower

- 4) **The best way to dry your hands after washing is?**
 - a. Give them a shake
 - b. Use a clean cotton towel
 - c. Use a paper towel

- 5) **The only way to be sure foods are cooked long enough to kill harmful bacteria is to:**
 - a. Check the Color of Food
 - b. Use a timer
 - c. Use a thermometer

-  6) **Food contaminated with bacteria would:**
 - a. Smell
 - b. Be slimy and change color
 - c. Look and taste normal

□

Mentor/ Role Model



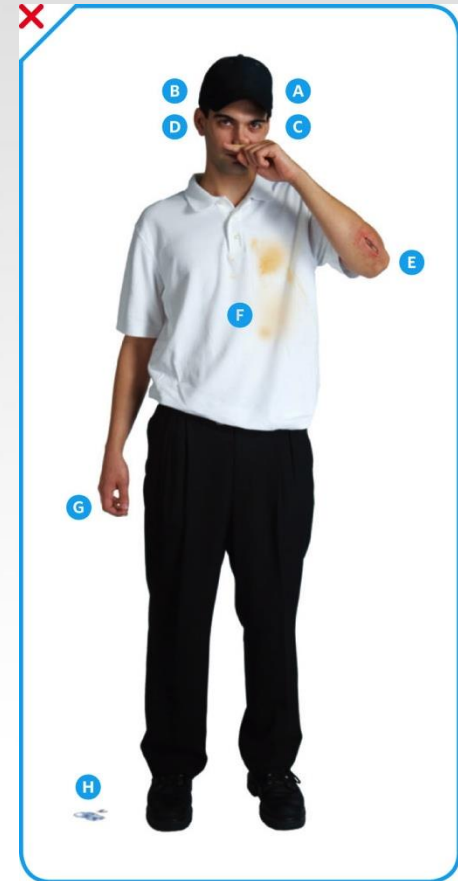
Review of Basic Food Safety



How Food Handlers Can Contaminate Food

Actions that can contaminate food:

- A. Scratching the scalp
- B. Running fingers through hair
- C. Wiping or touching the nose
- D. Rubbing an ear
- E. Touching a pimple or infected wound
- F. Wearing a dirty uniform
- G. Coughing or sneezing into the hand
- H. Spitting in the operation



Hands and Food Safety



HAND WASHING EXPERIMENT

[Download PDF](#)

The purpose of this activity is to identify the best and most effective way to wash your hands and remove bacteria.

Materials:

- Cooking oil *
- Ground Cinnamon
- Measuring spoons
- Hand washing sink

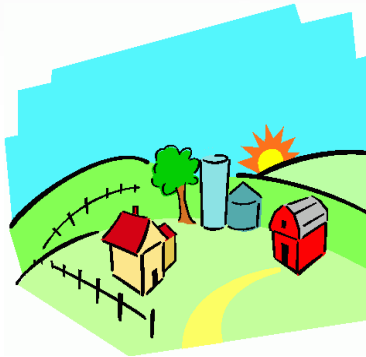
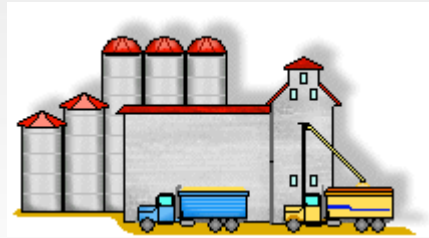
Directions:

- Ask for 3 student volunteers
- Each of the 3 students should rub 1 tablespoon of oil over their hands until completely coated. (Keep in mind that the oil can stain clothes so take proper precautions to protect clothing)
- Sprinkle 1 teaspoon of cinnamon (this represents bacteria) on their hands and rub to coat until the "bacteria" is even all over their hands.
- Each of the 3 students must wash their hands while their classmates observe the results. (They should not dry their hands until their classmates have a chance to observe all 3 students)
 - 1st student: Wash their hands with cold water only
 - 2nd student: Wash their hands with warm water only
 - 3rd student: Wash their hands with warm water and soap
- Discuss the outcome with your students
 - Which washing method removed the least amount of "bacteria"?
 - Which washing method removed the most "bacteria"?
 - Which washing method is the best way to wash your hands?
 - Why is it important to use warm water and soap?



Farm To Fork

Foodborne illness can occur at any point in the flow of food.



Receiving



- Check back of truck
- Check products
 - Damaged cases or cans
 - Ice crystals or water spots
 - Product temperatures
 - Product expiration dates

Storage



- Chemical Storage
- Dry Storage
- Storage order
- Label and Date Mark

Thawing



Cooking



Fruits and vegetables cooked for hot holding	135°F
Beef and pork roasts, beef steaks, veal, lamb, and commercially-raised game animals	145°F
Eggs cooked for immediate service	145°F
Fish and foods containing fish	145°F
Pork, including ham and bacon	145°F
Ratites and injected meats	155°F
Eggs cooked for later service	155°F
Ground or flaked meats, including hamburger, ground pork, flaked fish, ground game animals, or sausage	155°F
Poultry and poultry products, including stuffing, stuffed meats, casseroles, and dishes combining raw and cooked foods	165°F
Stuffed fish	165°F

Temperatures/Thermometers



Record Keeping



Temperature Log for Freezer//Refrigeration Unit

Month _____ 20____ Unit Number _____

Instructions: Complete this daily log each month of operation to document cold/frozen storage temperatures are monitored in accordance with Food Code.

Date	Time	Temp. in °F.	Initials of person recording temp.	Corrective action taken when internal temperature does not register. (33° F. to 41° F. for cooler, below 0° F. for freezer)
1				
2				
3				
4				
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Please Call _____ ASAP if temperatures are not registering as accurate.

Emergency and Disaster Plans



SCHOOL SAFETY & PREVENTION

Home | What's New | Prevention Programs | Emergency Preparedness | Resources | AZ SAFE | Data Collection | Laws | Training | Contact Us

DEPARTMENT MENU

- Superintendent
- About Department of Education
- Accountability
- Standards & Assessment
- Educator Certification
- Finance / IT / Business Services
- Special Education
- English Language Learners
- Employment Opportunities
- School Reports / School Results
- Career & Technical Education
- State Board of Education

A-Z All Programs

FIND A SCHOOL

- District Schools
- Charter Schools
- Private Schools

School Safety Program

You are here: Home / School Safety Program

The School Safety Program is a state-funded grant that places School Resource Officers (SROs) and/or Juvenile Probation Officers (JPOs) in selected schools to contribute to safe school environments that are conducive to teaching and learning. School Safety Program officers maintain a visible presence on campus, deter delinquent and violent behaviors, serve as an available resource to the school community, and provide students and staff with Law-Related Education (LRE) instruction and training. The goal of LRE is to prepare students for responsible citizenship by promoting the development of those characteristics that lead to healthy behavior. LRE is the instruction about rules, laws and the legal system which actively involves the students towards its goal.

FY 2017 School Safety Program Awards

School Safety Program Resources

Below is a list of forms for you to download. Click document type that best fits your needs.

School Safety Program Guidance Manual

SSP Tools for Success "Toolbox"

RESOURCES

2016 Emergency Preparedness Regional Workshops

EVENT CALENDAR

2016

2	3	4	5	6	7	8
9	10	11	12	13	14	15
16	17	18	19	20	21	22
23	24	25	26	27	28	29
30						

Disasters/Biosecurity

- Food Biosecurity Preparedness
- "If you See Something, Say Something" Suspicious Activity Awareness

"If You See Something, Say Something"™
SUSPICIOUS ACTIVITY

Improved awareness can prevent businesses from being used in illicit or terrorist activities.
Be aware. Your effort makes a difference.

What to look for?

- ✓ Person(s) taking notes, drawings, photos, or videos of your business
- ✓ Person(s) attempting to gain information in person, by phone, or by email about your business operations (specifically about security measures and personnel)
- ✓ Person(s) conducting surveillance of self-service areas (i.e., salad bars, condiment areas, and open bulk containers)
- ✓ Person(s) attempting to gain access to restricted or unauthorized areas
- ✓ Theft of employee uniforms, badges, or packaging labels
- ✓ Employees changing working behavior or working irregular hours
- ✓ Unattended vehicles illegally parked near your business
- ✓ Unattended items (e.g., backpacks, boxes) within or near your business

What can you do?

- ✓ Notify management if you observe something suspicious
- ✓ Secure open containers of food or ingredients in food preparation areas appropriately
- ✓ Control access of all employees, delivery personnel, and patrons to food storage and preparation areas
- ✓ Keep doors locked as appropriate and prevent access to food preparation and storage areas, including loading docks
- ✓ Monitor self-service areas (i.e., salad bars, condiment areas, open bulk containers) for evidence of tampering
- ✓ Monitor products for retail sale for evidence of tampering (i.e., damaged packages, evidence of resealing of packages, leaking packages)
- ✓ Monitor the security of the premises as appropriate
- ✓ Conduct background checks on employees
- ✓ Train employees on awareness of suspicious activity and reporting procedures

FDA/USDA Recalls



FDA/USDA Recalls

- [Food and Drug Administration Recalls, Market Withdrawals, and Safety Alerts](#) – Posted on this website are the most significant product actions of the last 60 days based on the extent and degree of health risk for products monitored by the Food and Drug Administration.
- [U.S. Department of Agriculture Recalls & Alerts](#)– This site contains summary data on active recall cases for commercial products under USDA jurisdiction. After a recall is completed, it will be removed from this listing, but will be included in the [Recall Case Archive](#).

Match Game





“Sam & Ella’s” Top 5!



1. Purchasing from unsafe sources
2. Undercooking food
3. Holding at wrong temperatures
4. Contaminated equipment
5. Poor personal hygiene

Did you Know?

Cutting boards used for raw meat have 200 times more bacteria than a toilet seat.

-Charles Gerba, PhD, University of Arizona



Did you Know?



When you crack an ordinary raw egg, Salmonella can spread 16 inches across the counter. It can live for 24 hours.

Did you Know?



- You can't see, taste or smell germs
- People usually get sick in 1 to 3 days, but it can take up to 6 weeks
- Some people think they have the flu



ready. set.
go!



Where to Start?



1. Training hours
2. Training method
3. Job specific training
4. Agenda for training
5. Training topic/objective
6. List learning objectives
7. Attendance roster

The Agenda



Working with your Food Safety Plan

2600 FOOD SAFETY AND HACCP TRAINING
2610, 2620, 2630, 2640

USDA requires periodic validation, at least annually, of the existing food safety plan to make necessary updates. Ongoing verification activities should be in place to ensure that the plan is followed and to identify additional training needs. After review of food safety plan components, participants will use an evaluation checklist to assess the school's existing plan and learn what to look for when verifying that the plan is operational. We will take a look at common food safety violations and discuss how to prevent them along with an interactive review of basic food safety concepts.

8:30am-9:00 am	Registration
9:00am	Introduction
9:30am	<ul style="list-style-type: none">• Food Code• Basic Food Safety Principles• Food Safety Inspections• USDA Food Safety Requirements for Schools
11:30am-12:30pm	LUNCH BREAK
12:30pm	Review and Q & A
12:45pm	<ul style="list-style-type: none">• Food Safety Plan• Standard Operating Procedures• Annual Review• Food Safety Training• Administrative Review
3:30pm-4:00pm	Questions; complete post assessment.

Title of Training

Learning Objectives/Codes

Training topic/objectives

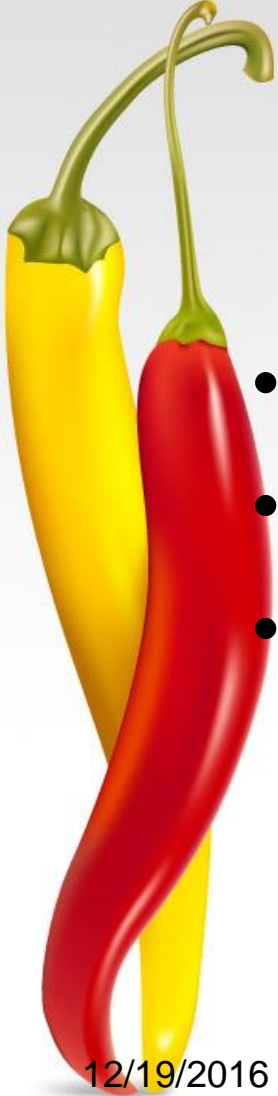
Number of Training Hours

Resources



- <http://www.jhsph.edu/research/centers-and-institutes/teaching-the-food-system/>
- <http://nfsmi.org/ResourceOverview.aspx?ID=256>
- <http://www.extension.iastate.edu/foodsafety/>
- <http://www.fns.usda.gov/sites/default/files/Food-Safe-Schools-Action-Guide.pdf>

Where to direct questions?

- 
- Julie Shelton, CDM, CFPP, RS, SNS
 - School Nutrition Specialist
 - Environmental Health Specialist

Thank you

We appreciate what you do
to help keep
the children in Arizona
safe!



12/19/2016




How to receive your Certificate of Completion



1. Log into the Calendar of Events by clicking the three orange lines at the top right of the screen. (<https://ems.azed.gov/Home/Calendar>)
2. Click on the tab labeled Completed.
3. Click on Complete Survey under the event you completed.
4. The option to Print Certificate will appear after you complete the survey.
5. Print Certificate.

You will also receive an email to the email address used when registering for the event. This email will contain a link to the survey. You can click that link and log in to ADEConnect to access and complete the survey.

Questions? Contact _____



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